

EDITED KSA LISTING

CLASS: PAROLE SERVICE ASSOCIATE

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

	Knowledge of:
K1	Basic knowledge of the needs, problems, attitudes, and behavioral patterns of culturally diverse individuals in the community to effectively supervise a P&CSD caseload.
K2	Knowledge of basic life skills, community programming, barriers affecting the physically and mentally challenged in order to effectively supervise a P&CSD caseload.
K3	Basic knowledge of substance abuse and addiction in order to identify negative behavior that interferes with positive re-integration.
K4	Basic knowledge of interviewing techniques to obtain information from parolees, friends, family, outside agencies, etc., to effectively a P&CSD caseload.

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	Skill to:
S1	Perform investigations to detect parole violation and criminal behavior in order to effectively supervise a P&CSD caseload and protect the public.
S2	Clearly communicate and document information (verbal and written) related to case supervision responsibilities to monitor and support parolee adjustment in the community.
S3	Create and maintain effective working relationships with parole, public and other law enforcement agencies to promote an environment that is conducive to carrying out the mission of the P&CSD.
S4	Plan, organize, prioritize workload and maintain records to effectively comply with mandated timeframes.
S5	Use and operate computerized equipment to create documents, query, input, retrieve and update data base information to monitor, track and supervise a caseload.
S6	Obtain and secure evidence (e.g., urine samples, drug paraphernalia, contraband, etc.) regarding parole violations or criminal behavior to effectively supervise a P&CSD caseload
S7	Review and screen related information/data (e.g., laws, rules, regulations, policies, crime reports, etc.) to perform the duties of a Parole Service Associate.
S8	Operate an automotive vehicle, possess and maintain a valid California Driver's license to perform the required duties of a Parole Service Associate (e.g., field contacts, transporting parolees/associates to appointments/hearings, etc.).

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	Ability to:
A1	Be sensitive, understand and relate well when dealing with the problems, attitudes and behavioral patterns of culturally diverse individuals within the community to effectively communicate when supervising a caseload.
A2	Respond to verbal/written instructions and training to develop the necessary skills and knowledge to perform the duties of a Parole Service Associate.
A3	Demonstrate genuine interest, commitment to work with people, willingness to respect and earn the confidence of others to effectively perform the duties of a Parole Service Associate.
A4	Remain seated or standing for an extended period of time (e.g., in a work setting, waiting for appointments, meetings, hearings, testifying or operating a vehicle, etc.) to perform the duties of a Parole Service Associate.
A5	Perform physical (e.g., bend, crouch, twist, kneel, crawl, climb, etc.) responsibilities (e.g., physical agility to conduct searches, secure contraband, access file cabinets, entering and exiting a vehicle, etc.) to perform the duties of a Parole Service Associate.
A6	Manipulate objects (e.g., telecommunications equipment including cellular phones, hand-held radios, flashlights, computer equipment, etc.) to perform the duties of a Parole Service Associate.
A7	Hear to effectively operate job related equipment (e.g., hand-held radio, etc.), detect and protect oneself from potential harm, detecting criminal activity (i.e., cry for help, dog barking, etc.) to perform the duties of a Parole Service Associate.

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	Special Personal Characteristic:
SPEC1	Willingness to work irregular hours based on caseload supervision (e.g., parolee/releasee home visits, etc.) to perform the duties of a Parole Service Associate.
SPEC2	Emotional stability to provide structure, guidance, and counseling to a troubled population in the course of performing the duties of a Parole Service Associate.
SPEC3	Neat personal appearance (e.g., clean clothes, unstained clothing, clothing without tears/rips, clothing without profane wording/slogans, good personal hygiene) when representing the department when performing the duties as a Parole Service Associate.